



City of Sierra Vista

DEPARTMENT OF PUBLIC WORKS

"Setting the Standard in Quality Service"



Tree & Bench Donation Procedure

Donating a tree or bench for one of our local Parks or City Facilities is a great way to give to your community for years to come. This unique opportunity to support the maintenance and beautification of our City trees and amenities is something all citizens can share in. Your donations are greatly appreciated, and they improve the quality of life for all Sierra Vista residents and those of the surrounding community.

Procedure for Donating a Tree or Bench:

- Monetary donations are \$100 per tree or \$1200 per bench. Donors must fill out a City Donation Form (Pursuant to Administrative Policy CM-ALL-72).
- Non-Monetary Donations, including trees or benches, must meet the policy criteria. Donors will need to fill out a form for tracking purposes to include estimated value. (Pursuant to Administrative Policy CM-ALL-72).
- Tree type and bench style/color will be subject to approval by the Parks or Facility Supervisor.
- City to plant tree or place bench at the designated location. Location is subject to approval by the Parks or Facility Supervisor.
- Donated amenities (i.e. benches, trees, plaques, etc.) and/or their associated donation acknowledgement, become City property. Donations made previous to the adoption of this policy are to be maintained by the City during its salvageable life span.
- Maintenance: The City has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.
- Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park and facility elements and their associated acknowledgements/memorial plaques when they become damaged or vandalized, interfere with site safety, maintenance or construction activities.

Donation Certificate and Registry

- Each tree or bench donor will receive a certificate acknowledging their gift to the community. In addition, donors will be recognized on the City of Sierra Vista's Tree and Bench Donation Registry on the City's website, at www.SierraVistaAz.gov.



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- City staff will maintain a record of each donation. The record shall contain all relevant contact information such as the donor's name and address, person's name who is being memorialized if applicable, bench and/or tree location, type of tree or bench, etc.

Plaques and Memorials

Please Note: Special or individual site memorials and/or plaques are excluded from tree and bench donation program unless they meet the following criteria:

- Engraving is allowed on donated benches, with wording and size subject to review and approval by the Public Works Director.
- Requests for placement of any plaque or other type of dedicated site memorial less than 12" x 12" in size are subject to review by the Parks and Recreation Commission. Requests must be accompanied by a written justification specifying the unique circumstance of why the memorial is warranted in a City park or facility. The written justification must also include an acknowledgement that if the memorial is vandalized or otherwise damaged, the City reserves the right to remove it and the family/proposer will be notified at the address provided on record in the event they wish to retain the memorial. If approved by the Commission, the request will be forwarded to the City Manager for final approval. Proposer must agree to pay estimated installation costs in advance if approved.
- Requests for placement of larger (12" x 12" in size or greater) dedicated site memorials and/or plaques are subject to review by the Parks and Recreation Commission and shall be accompanied by a written justification specifying the unique circumstance of why such a memorial is warranted in a City Park or facility. The written justification must also include an acknowledgement that if the memorial is vandalized or otherwise damaged, the City reserves the right to remove it and the family/proposer will be notified at the address provided on record in the event they wish to retain the memorial. If approved by the Commission, the request shall be forwarded to the City Manager who will then make a recommendation to the City Council. If the recommendation is in favor of placement, the request shall be placed on a City Council Agenda for final approval via resolution. Proposer must agree to pay installation costs in advance if approved.

Administrative Processing

- Monetary donations are to be paid by cash, check (made out to the City of Sierra Vista), or credit card. Money and form to be forwarded to the City of Sierra Vista Finance Department and a copy made for local file. In addition, on the Donation Form, section "For Finance Use Only," will reference the appropriate donation account and project numbers.